

S-E-C-R-E-T

25 January 1961

MEMORANDUM FOR: Chiefs of Special Staffs and Area Divisions
SUBJECT : Language Requirements and Testing

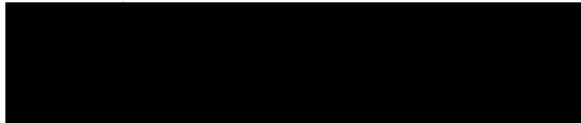
1. As a result of the Clandestine Service Career Service Panel's efforts to evolve some consistent basis for the approval of language achievement awards, several divisions have initiated a detailed review, on a job-by-job basis, of their actual language requirements. Certain other components also have independently begun this kind of survey. However, a general effort appears necessary if we are to acquire enough data to permit a Clandestine Service-wide estimate of language needs and a consistent approach to satisfying them.
2. The Inspector General's recent survey of training in the Agency contained two recommendations particularly pertinent to this matter. One called for the identification of those overseas positions requiring a degree of competence in a given language. A second called upon us to ensure that all employees who claim a language competence take the OTR language test at the earliest practicable moment, only about a quarter of Clandestine Service employees having thus far done so. The Deputy Director (plans) has concurred generally in both these recommendations. Taken together, these two steps will provide a reasonably clear picture of what present Clandestine Service needs are in the field of language competence, what capabilities we have, and what at a minimum we must therefore undertake in the way of further specific training.
3. The initial experience of those divisions already engaged in analyzing their language requirements may prove of help to those who have not yet undertaken this task. I should be glad to serve as a middle-man for the officers you designate to undertake this review, to help acquaint them with what has already been done.
4. In regard to the testing of language competence, a machine listing of employees who have claimed any degree of competence was forwarded to each component several months ago. A great many of these claims reflect an extremely elementary knowledge, and many employees may feel that their knowledge does not warrant testing. These persons should so advise their training officer in order to eliminate their names from future machine runs. To be useful the records must be fairly realistic. We are naturally most interested in those employees who have indicated that their knowledge is at the intermediate or high level and it would be most helpful if you would

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particularly require the early testing of people in this group. A copy of test schedules, by language, is meanwhile being sent to each staff and division training officer. The tests are given in "I" building, normally take only a couple of hours, and it should thus be possible to test during the first half of this year the great majority of employees who have claimed a language ability.

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Training & Qualifications Review Officer

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